



Pro - Opns

The Yale Broadcasting Co.
Incorporated

BOX 242A YALE STATION
NEW HAVEN, CONN.
Telephone 5-6284

PROGRAM DEPARTMENT

Inter Office Memorandum

PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR (ADM.)
ASSISTANT PROGRAM DIRECTOR (OPNS)

NEWS DEPARTMENT
RECORD DEPARTMENT
SPORTS DEPARTMENT
CONTINUITY DEPARTMENT

SPECIAL EVENTS DIVISION
RECORDING DIVISION
SUPERVISORS
CHIEF ANNOUNCER - MONITOR

9/15/49

PLEASE NOTE THE FOLLOWING CHANGES IN WYBC PROGRAM PROCEDURE

IN THE PAST ANNOUNCERS HAVE SAID, "THIS IS THE YALE BROADCASTING COMPANY" WHENEVER THEY FINISHED THEIR CLOSING BLURB. THIS IGNORES ONE OF THE FUNCTIONS OF THE SYSTEM BREAK OR SYSTEM CUE. THE FOLLOWING PROGRAM IS SUPPOSED TO START EXACTLY 30 SECONDS AFTER THE CUE. WE ARE CHANGING OUR PROCEDURE, THEREFORE, SO THAT ANNOUNCERS WILL GIVE THEIR CLOSING BLURB, THEN WAIT UNTIL JUST BEFORE THE END OF THE PROGRAM TO GIVE THE SYSTEM BREAK. AFTER THAT THERE WILL BE NO MORE OF THE PROGRAM--NO MUSIC, NOTHING.

ALSO, THE NEW ANNOUNCER WILL TAKE THE COMMERCIAL, THE OLD ANNOUNCER WILL TAKE THE BREAK AND WHATEVER IS NECESSARY TO FILL THE 30 SECONDS. THIS IS EXACTLY CONTRARY TO OUR OLD PROCEDURE. PLEASE NOTE THAT IN THE ~~XXXX~~ EVENT A THIRD QUALIFIED ANNOUNCER IS AVAILABLE HE MAY TAKE BOTH THE COMMERCIAL AND THE STATION BREAK.

OCCASIONALLY WE THE PROGRAM DEPARTMENT MIGHT FORCE DEVIATIONS FROM THIS BY SCHEDULING A ONE MINUTE COMMERCIAL WHERE A 20 SECOND ANNOUNCEMENT SHOULD BE. IN THAT EVENT, THE OLD PROGRAM SHOULD BE OFF THE AIR WITH THE SYSTEM BREAK AT 28:50, 58:50, ETC.

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